

**UNAPPROVED MEETING MINUTES**  
**VIRGINIA BOARD OF FUNERAL DIRECTORS AND EMBALMERS**  
**AD HOC COMMITTEE ON FUNERAL INTERNSHIPS**

The Virginia Board of Funeral Directors & Embalmers Ad Hoc Committee on Funeral Internships met on Thursday, December 7, 2017 at the Department of Health Professions, 9960 Mayland Drive, 2nd Floor, Training Room #2, Henrico, Virginia.

**COMMITTEE MEMBERS PRESENT:**

Blair H. Nelsen, FSL, Board Member, Committee Chair  
R. Thomas Slusser, Jr., FSL, Board Member  
Junius H. Williams, Jr., Board Member

**DHP STAFF PRESENT:**

Corie E. Tillman Wolf, Executive Director  
Elaine Yeatts, Senior Policy Analyst  
Heather Wright, FDE Program Manager

**CALL TO ORDER:**

The Ad Hoc Committee on Funeral Internships meeting was called to order at 1:10 p.m.

**PUBLIC COMMENT:**

No public comments were made.

**DISCUSSION:**

**Funeral Service Internship Program**

**Consideration of Revisions to NOIRA – Funeral Service Intern Regulations**

Ms. Tillman Wolf provided Committee members with information on the concerns raised regarding the proposed renewal fee for intern supervisors in the NOIRA for changes to the intern regulations. The NOIRA package is currently on hold at the Governor's Office pending the Board's reconsideration of the fee issue. Ms. Yeatts suggested that a possible resolution to having a new renewal fee would be to require that the supervisor apply with each internship and, consequently, be required to pay the current fee with each application. The supervisor's registration related to the specified intern would expire at the end of four years, or at the termination or completion of the internship, whichever occurs first. These changes could be accomplished by a possible amendment to subsection A of 18VAC65-40-280. The Committee members discussed the proposal and agreed to present the recommendation to the full Board at the next Board meeting in January 2018.

**Revisions to Reporting Forms**

Committee members reviewed and discussed staff drafts of intern reporting forms that incorporated proposed changes previously discussed by the Committee. Committee members made

recommendations for additional changes to the forms for reporting of the first, second, and third 1,000 hours of internship and the Report of Completion. Committee members agreed that the draft forms, as revised, be presented to the full Board at the next Board meeting.

### **Funeral Internship Supervisor Training**

Mr. Nelsen provided information from the Model Internship Committee of the International Conference of Funeral Service Examining Boards related to a discussion of a proposed supervisor training program. Committee members discussed whether training for supervisors should be required or encouraged and, if so, what training and by whom. Mr. Nelsen stated that Iowa has a training program for funeral service interns. Committee members further discussed that Board staff could reach out to the professional associations about the possibility of sponsoring a laws and regulations CE training session specifically on the laws and regulations related to funeral internships and intern supervisors. Ms. Tillman Wolf will research the Iowa training program and supervisor trainings offered by other states/boards and will follow up with the professional associations about possible laws and regulations-related training sessions.

Committee members further discussed potential areas of training for interns and supervisors related to the funeral establishment setting, including unprofessional behavior related to sexual harassment or conduct in the workplace. Ms. Yeatts stated that, while other boards have regulations related to unprofessional and inappropriate conduct by licensees who supervise students or trainees, the Board's regulations currently do not include any provisions to this effect. Ms. Yeatts and Ms. Tillman Wolf will review potential regulatory language related to inappropriate conduct directed at interns or students and bring that language to the Board for its consideration.

### **Embalming by Funeral Service Students at Funeral Establishments**

Ms. Yeatts and Ms. Tillman Wolf provided an explanation of the issue of permitting funeral service students to conduct or to assist with embalmings at funeral establishments. Committee members discussed what limitations may be put in place if this issue is brought forward as legislation in the 2018 General Assembly session. If such legislation is passed, Committee members recommended that the Board consider that related regulations address disclosure to and/or express permission from a family regarding the assistance of students in the embalming process, the immediate, physical presence of a licensee supervising the student, requirements for the supervisor and training site, and possible limitations on when students could participate in embalming during their course of study.

### **ADJOURNMENT:**

The Committee meeting was adjourned at 2:35 p.m.

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Blair Nelsen, FSL, Chair

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Corie E. Tillman Wolf, Executive Director

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Date

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Date